



Land Development Manual

Volume I, Chapter 1

Project Submittal Requirements

Section 5

Subdivision Approvals

June 1, 2003

Development and Permit Information: (619) 446-5000
Appointments: (619) 446-5300
www.sandiego.gov/development-services



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SECTION 5: SUBDIVISION APPROVALS

Introduction

Subdivision Approvals are those that involve the subdivision or adjustment of real property, the associated design of public improvements, and the acquisition and vacation of public rights-of-way and public easements. Some approvals are ministerial in that they are approved if they meet the regulations. Others are discretionary in that they require a public hearing where the decision maker must exercise some discretion in determining whether the proposed subdivision meets the applicable regulations, standards, and guidelines.

Land Development Manual Project Submittal Requirements

Section 1	Guide to the Project Submittal Process
Section 2	Construction Permits - Structures
Section 3	Construction Permits - Grading and Public Right-of-Way
Section 4	Development Permits/Approvals
Section 5	Subdivision Approvals
Section 6	Policy Approvals

Submittal Requirements

The Submittal Matrix and the Minimum Submittal Requirements Checklist found in this section identify the forms and documents that must be submitted for subdivision approvals. The Submittal Matrix is an easy-to-use tool to help you quickly identify the number of items you need to submit to the City. The Submittal Requirements Checklist provides a detailed description of what the content of each of the required forms and documents must be. All items noted in the checklist must be provided unless not specifically required by the Submittal Matrix or the Checklist.

Completeness Review

It is necessary to evaluate all projects being submitted to ensure that all of the required information is provided to review the project. This is known as the completeness review. In some cases the completeness review can be done while you wait. Once it is determined that your submittal is complete (including correct number of sets), you can pay your fees and your application is fully submitted.

Those projects identified within the Matrix as “submitted completeness review required” will need to go through a Submitted Completeness Review. The Submitted Completeness Review allows staff more time to review the plans/documents for the required detail, customize the number of copies needed, and set up the project for review. The Public Notice Package will not be required as part of the Submitted Completeness Review but will be collected at full submittal. After the Submitted Completeness Review, staff will notify the applicant via FAX, phone or US Mail whether the application is ready to be fully submitted or whether additional information or clarification is required. This review can take up to ten (10) working days.

Guaranteed Second Opinion

If for any reason you disagree with the results of your completeness review, just want some confirmation or to voice a concern, just ask for a second opinion. We guarantee a second opinion on request, no questions asked.

Two Stage Reviews

The following approvals require a first stage and second stage submittals:

1. Lot line adjustments/consolidations/plats.
2. Easement Abandonments.
3. Public Right-of-Way Vacations.

The first stage is when staff will review the proposed project to determine if they can recommend that it complies with the applicable regulations. Upon completion of this review, applicants will be notified, by an assessment letter, of staff recommendation

The second stage includes the preparation and review of the final legal documents and approval by the decision maker at a Public Hearing for discretionary approvals or by the City Engineer for ministerial approvals.

Applicants have the option to submit both first stage and second stage submittals with applicable fees at the same time. Applicant will not be refunded the full second stage fee if the application is withdrawn after the initial review.



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Submittal Requirements Matrix Subdivision Approvals

APPROVAL TYPE	SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page)														
(See Minimum Submittal Requirements Checklist, Subdivision Approvals for detailed submittal requirements. Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the information is clearly identified)	1.0 General Application Package	2.0 Photographic Survey	3.0 Certificate of Correction	4.0 Geotechnical Study	5.0 Letter of Request	6.0 Prior Development Approval	7.0 Proposed Grant Deed	8.0 Proposed Legal Description	9.0 Public Notice Package	10.0 Map Reference Material	11.0 Title Report	12.0 Traverse	13.0 Drawing Package	14.0 Map Package	15.0 Fee Schedule [504]
CERTIFICATE OF COMPLIANCE (125.0210)	1							1		1					✓
CERTIFICATE OF CORRECTION (125.0141)	1		1							1					✓
DEDICATION (62.0205)															
Right-of-way Dedication	1					(1)	1	1		1	1	1	6		✓
Easement Dedication	1					(1)	1	1		1	1	1	6		✓
EASEMENT ABANDONMENT (125.1001) (submitted completeness review required)															
First Stage	1				1				1	1	1		1		✓
Second Stage								1				(1)			✓
FINAL MAP (125.0610) (submitted completeness review required)	1			(1)		1				1	1	1		1	✓
LOT LINE ADJUSTMENT / LOT CONSOLIDATION PARCEL MAP (125.0310)															
First Stage	1									1				6	✓
Second Stage											1	1			✓
LOT LINE ADJUSTMENT PLAT (125.0310)															
First Stage	1									1				6	✓
Second Stage							(1)	1			1	1			✓
MAP WAIVER (125.0120)	See Section 4 - Development Permits/Approvals														

See Section 4 - Development Permits/Approvals

LEGEND: 1 = Number of Copies Required (#) = Number of Copies that may be Required (See Min. Submittal Requirements Checklist) ✓ = Applies to all plans required
(142.0402) = Land Development Code Sec. Reference [0000] = Bulletin Reference No.



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PARCEL MAP (125.0501) (submitted completeness review required)	1			(1)		1				1	1	1		1	✓
PUBLIC RIGHT-OF-WAY VACATION (125.0010) (submitted completeness review required)															
First Stage	1	1			1	(1)			1	1	1		1		✓
Second Stage								1				1			✓
REVERSION TO ACREAGE (125.0801)	1					1			1	1	1	1		10	✓
STREET NAME CHANGE (Council Policy 600-12)	1				6				1	-	-	-	6		✓
SUBDIVISION IMPROVEMENT AGREEMENT (129.0702)	See Section 3 - Construction Permits - Grading and Public Right-of-Way														
TENTATIVE MAP (125.0410)	See Section 4 - Development Permits/Approvals														

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Minimum Submittal Requirements Checklist Subdivision Approvals

This checklist must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required and the minimum quantity that must be provided, based upon the approval you are applying for. Acceptance of projects for review by the City of San Diego depends upon the accuracy and completeness of the submitted plans and documents. This Minimum Submittal Requirements Checklist establishes the minimum details that must be included in all plans and documents required by the City. Staff will review your documents against this checklist. The design professional should use this checklist when preparing project packages for review. Plans or documents missing any of the required detail will not be accepted. Additional information or clarification may be required during the review process or prior to permit issuance.

Where the word “**Conditional**” appears before the document and/or detail, this information will be required if the proposed project meets those conditions. Where the word “**Recommended**” appears before the document and/or detail, the information is provided as a suggestion for improving the review process and is not required to accept your project for review. However, these items may be a plan check correction item and required to be submitted for subsequent reviews. All other detail is required unless not applicable to your project.

Item #	Requirement	Result
1.0	GENERAL APPLICATION PACKAGE	
1.1	General Application (DS-3032): See instructions on back of application form for more detail.	
1.2	Parcel Information Checklist (DS-302): See instructions on the checklist for more detail.	
1.3	Grant Deed/Vesting Deed (current): A copy of the Grant Deed/Vesting Deed is required to provide proof of current ownership.	
1.4	Conditional - Ownership Disclosure Statement (DS-318): Required for Right-of-Way Vacations and Easement Abandonments. The list must include the names and addresses of all individuals, corporate officers, and partners in a partnership who own the property. This is required to ensure that a decision maker does not have a conflict of interest that may affect the decision.	
1.5	Conditional - Concurrent Processing Agreement: If the construction project review is being concurrently processed with another policy or development permit/approval, provide a copy of the signed Concurrent Processing Agreement. For information, contact your Development Project Manager.	
2.0	PHOTOGRAPHIC SURVEY	
2.1	Photograph Content: Photographs must be in color and taken of the proposed street vacation with on and off site views. The number of photographs will vary depending on the length of the street. The photo survey should include views for evaluating existing improvements, landscaping, topography, access, and environmental conditions.	
2.2	Key Map: The photographs should be in color (minimum size 3"x 5" and maximum size of 8" x 10") should be placed in an envelope (not mounted), and include a map with key indicating the location and direction each photograph was taken.	
2.3	Recommended - CD-R: In addition to the print photos, please provide a CD-R containing photos submitted for the “Photographic Survey” requirement, if available. The photos should be saved in the .jpg format, numbered consistent with the provided key map, and sized no smaller than 3" x 5" and no larger than 8" x 10".	

Item #	Requirement	Result
3.0	CERTIFICATE OF CORRECTION Provide a document to correct technical errors or omissions on recorded final map or parcel map as provided by the Subdivision Map Act.	
4.0	GEOTECHNICAL STUDY Conditional: If and when a geological, geotechnical, and/or soils report is required depends on the type of project proposed and which hazard category the project site is located within (see Information Bulletin 515). The City of San Diego Seismic Safety Study maps show the hazard categories of all parcels within the City. For more information on Geotechnical Report requirements, see the City of San Diego Technical Guidelines for Geotechnical Reports, current edition.	
4.1	3 Years Old: Report cannot be more than three years old.	
4.2	Signed/Stamped: Report must be signed and stamped by a registered geotechnical professional such as a RCE, GE, or CEG.	
4.3	Subject Property: Report must be for the subject project.	
5.0	LETTER OF REQUEST A letter requesting an Abandonment, Street Name Change or Vacation that outlines the reasons for the request	
5.1	Letter Outline: Provide a letter that outlines all of the proposed actions in detail and that contains the following information as applicable: <ul style="list-style-type: none"> The signature of all adjacent property owners whether they are for or against the subject action. Street Name Changes require a signed petition by property owners per Council Policy 600-12. Provide information on any other concurrent or proposed actions with the City related to this request (e.g., tentative map, development permits, etc.). The existing and proposed use of the vacation and/or abandonment (e.g. vacate an improved area for a proposed building). It is desirable for an entire street or easement to be vacated within a block range if the street or easement is not needed. If the proposed action is a partial vacation or abandonment, state why the entire easement or street is not feasible to be vacated. The reason for the street name change. For street name changes note the name of the existing street, proposed street, and an alternate choice. If the proposed name is an unusual or foreign name, provide the meaning of that name. Include reference to how the street was originally named (e.g., map, deed, etc.). 	
6.0	PRIOR DISCRETIONARY APPROVAL DOCUMENTATION Conditional: Required if the property had a prior Policy Approval, Subdivision Approval, or Development Permit/Approval. Copies of permits/resolutions granting these approvals/permits may be obtained at the County Records Office through a title search or from the City if the permit/approval number is provided.	
6.1	Copies: Provide a copy of any prior policy approval, subdivision approval, or development permit/approval that gives any development entitlements to the property, including approved exhibits.	
6.2	Tentative Map: If a tentative map was the prior approval, then provide a copy of the approved Tentative Map.	
7.0	PROPOSED GRANT DEED Provide a written copy of the proposed deed granting the dedication or easement. Grant Deed must be in a form and format approved by the City Engineer (see Subdivision Manual).	
8.0	PROPOSED LEGAL DESCRIPTION Provide a written copy of the proposed legal description describing the dedication or easement. For details, see Subdivision Manual).	

Item #	Requirement	Result
9.0	PUBLIC NOTICE PACKAGE A public notice package is required for all actions requiring a Notice of Future Decision (Process 2) or a Notice of Public Hearing (Processes 3, 4 and 5). See Information Bulletin 512 for information on how to obtain public noticing information.	
9.1	Mailing Labels: Provide 3 sets of owner and occupant mailing labels as follows	
9.2	Assessors Map(s): Provide assessors Map(s) with 300-foot noticing radius outlined	
9.3	Address lists: Provide list of owner/occupant addresses (copy of mailing labels acceptable)	
9.4	Public Notice Certification: Item 12 of General Application must be completed and signed.	
10.0	MAP REFERENCE MATERIALS Provide a package labeled "Map Reference Materials" containing the following information:	
10.1	Grant Deed: Provide a current Grant Deed. If the property is described by a metes and bounds or as a portion of a lot, proof that the property was held in that configuration prior to March 4, 1972 is required. In these cases, the Grant Deed bearing a County Assessor's Recording Date prior to March 4, 1972 and showing the property held in the same configuration as the current Grant Deed, must also be provided.	
10.2	Assessor's Map: Provide a copy of the Assessor's Map page(s) identifying the project location.	
10.3	Conditional - Map References: Where a Title Report is required, provide copies of all maps, records of survey, and easement drawings referred to in the Title Report.	
10.4	Conditional - Adjacent Map References: Where a map or drawing is required (except street name changes), provide copies of all maps, records of surveys, deeds and easement drawings adjacent to the subject property.	
10.5	Conditional - For easement abandonments or right-of-way vacations, provide documentation on how the easement or street was dedicated (typically by subdivision map or deed).	
10.6	Conditional - Offsets: For lot line adjustment plats, provide a plat showing offsets from the existing and proposed ownership lines.	
11.0	TITLE REPORT	
11.1	Address: The report is for the subject property.	
11.2	Date: The report is dated within 6 months of project submittal.	
12.0	TRAVERSE Conditional: Required when new property, easement or right-of-way boundaries are proposed.	
12.1	Traverse Calculations: Traverses must meet City standards per the Subdivision Manual). Inverses are not acceptable. Traverse calculations must show the following: <ul style="list-style-type: none"> • The mathematical closure of all lots in the subdivision. • The mathematical closure of all easements. • The mathematical closure of the boundary. • The mathematical closure of the CCS 83 ties. 	
13.0	DRAWING PACKAGE	
13.1	Title Block: Provide a title block in the lower 4-inches of a 'B' sheet (11" x 17") or the lower right-hand corner of a 'C' sheet (18" x 26"). A title block is not required for first stage easement abandonments or right-of-way vacations.	
13.2	Vicinity Map: Provide a vicinity map indicating the location of the project.	
13.3	Basis of Bearings: Indicate if based on the existing document or a new survey and line used.	
13.4	Assessors Parcel Map Number(s): Provide Assessor's Parcel Number(s) for the subject property.	

Item #	Requirement	Result
13.5	Legend: Provide a legend for all symbols not otherwise labeled on the drawing.	
13.6	North Arrow and Scale: Provide north arrow and scale on each sheet.	
13.7	Drawing of Proposed Action: Show the limits of the proposed easement or right-of-way vacation extending beyond the subject property within a block range and label the area to be vacated or abandoned.	
13.8	Conditional - Signed/Stamped: All drawings must be prepared, signed and stamped by a Professional Land Surveyor (PLS) or a registered Civil Engineer with a registration number of RCE 33965 and lower, except for first stage reviews of easement abandonments and public right-of-way vacations.	
14.0	MAP PACKAGE	
14.1	Sheet Size: All maps shall be 12" x 26" with a 1" perimeter border.	
14.2	Vicinity Map: Provide a vicinity map indicating the location of the project.	
14.3	Basis of Bearings: Use CCS 83 control.	
14.4	Legend: Provide a legend for all symbols not otherwise labeled on the map.	
14.5	North Arrow and Scale: Provide north arrow and scale on each sheet.	
14.6	Conditional - Signed/Stamped: All drawings must be prepared, signed and stamped by a Professional Land Surveyor (PLS) or a registered Civil Engineer with a registration number of RCE 33965 and lower, except first stage reviews for lot line adjustments.	
15.0	FEES [See Information Bulletin 504] Checks must be made payable to the "City Treasurer" in the exact amount required, as the cashier cannot give change on checks written over the amount due. Fees can also be paid by Visa or MasterCard.	